

<p align="center"><b>STATE OF VERMONT</b>  <b>Agency of Administration</b></p>		
<p align="center"><b>POLICY MANUAL</b>  <b>IRMAC</b>  <b>INFORMATION RESOURCE MANAGEMENT</b>  <b>ADVISORY COUNCIL</b></p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p>DATE:</p>	
	<p align="center">EFFECTIVE DATE</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR  
OTHER AUTHORITY:                    **3 V.S.A. § 2222(9)**

APPROVAL DATE:

APPROVED BY:                        **1993-1994 Legislative Session**

POLICY TITLE:                        **Five-Year Plan for Information Technology**

POLICY STATEMENT:

The Secretary of Administration shall:

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(9) Submit to the general assembly concurrent with the governor=s annual budget request required under 32 V.S.A. § 306, a strategic plan for information technology which outlines the significant deviations from the previous year=s information technology plan, and which details the plans for information technology activities of state government for the following fiscal year as well as the administration=s financing recommendations for these activities. The plan shall identify the proposed sources of funds for each project identified. The plan shall include, for any proposed new computer system or system upgrade with a cost in excess of \$150,000:

(A) a life-cycle costs analysis including planning, purchase and development of applications, the purchase of hardware and the on-going operation and maintenance costs to be incurred over the expected life of the systems; and a cost benefit analysis which shall include acquisition costs as well as operational and maintenance costs over the expected life of the system;

(B) the cost savings and/or service delivery improvements which will accrue to the public or to state government;

(C) a statement identifying any impact of the proposed new computer system on the privacy or disclosure of individually identifiable information;

(D) a statement identifying the costs and issues related to public access to non-confidential information.

(10) The secretary shall also submit to the general assembly an overall information technology plan which indicates the states anticipated information technology activities for the second through fifth fiscal years following the period covered by the one-year information technology program. For purposes of this subdivision, Ainformation technology activities shall mean:

(A) the creation, collection, processing, storage, management, transmission, or conversion of electronic data, documents or records;

(B) the design, construction, purchase, installation, maintenance, or operation of systems, including both hardware and software, which perform these activities.

*Note: (9) refers to the one-year plan for the next fiscal year; (10) refers to years 2-5 of the plan.*